

# Software Technology Parks of India-Gandhinagar

## Procedure for online submission of Softex by Units registered under STPI

1. Softex number shall be allocated/ issued by RBI through online. Exporters can use the allocated Softex numbers for each invoice or for group of invoices with same currency for a particular client. SOFTEX NUMBER would be the control number for identifying any of the export transaction.
2. The unit has to follow the below mention steps for online filing of Softex form::
  - a. Login to our online portal <https://stpionline.stpi.in> using unit's Login credential (Userid & Password).
  - b. Unit should file the Export details by selecting "Software Type" as Software Export (Annexure-II) or Royalty (Annexure-II-A) using the above online portal and upload all the below mentioned documents as sought in the portal:
    - i. Before starting online filing of Softex, unit have to register/ upload the following details (one time task after first Login):
      - Copy of Board Resolution for appointment of Authorised Signatory for signing the Softex form (One time task for each authorized signatory).
      - Copy of AD Bank declaration letter upload under 'Bank Details' link in online system (one time task for particular AD Bank).
      - Export projection and paid service charge details for the particular financial year to furnish the details under 'Export projection' & 'Service Charge' link in online system (once in F.Y.).
    - ii. After registering/ uploading the above details, following documents are required each and every time to file the Softex form online:
      - Agreement /Purchase Order/Work Orders/SOW and subsequent changes / amendments also to be uploaded under 'contract details' in online system.
      - Copy of system selected export Invoices attested by the Authorized Signatory.
      - Copy of RBI issued allotment Letter for Softex Numbers filed.
      - Proof of Internet connectivity for the location of exports for the period of services rendered (Internet Bill- Yearly/Monthly as applicable).
      - Calculation/ Cost + Markup sheet/ Delay submission request letter etc. may be uploaded under 'other documents' in online system.
  - c. After successful filing of Softex form to our online portal, download the online generated pdf file of Softex, digitally signed (Last page-section C) the downloaded Softex and upload the same on our online portal. There is no need to submit/ send hard copy of the Softex and other supporting documents to STPI-Gandhinagar office.
  - d. Exporters will have to provide information about all invoices including the ones lesser than US\$ 25000.
  - e. After approval of STPI, unit may download the certified Softex (digitally signed) from their dashboard.

### Enclosures:

1. [Softex Manual](#)

For any clarifications:

Mail us to: [GNR.EXIM@stpi.in](mailto:GNR.EXIM@stpi.in)

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